

Assurance Council



MINUTES

3/29/11

10:30

COMITIUM

MEETING CALLED BY Bruce Chrisman

TYPE OF MEETING Fermilab Assurance Council

FACILITATOR Bob Grant

NOTE TAKER M. Tolian

ATTENDEES	B. Chrisman	B. Grant	A. Filak	B. Boroski
	C. Conger	D. Carlson	G. Leonard	G. Beck
	E. Hill — by phone	K. Van Vreede	N. Grossman	T. Miller
	R. Ortgiesen	V. White	S. Henderson	E. Vokoun
	J. Heyes			

Agenda topics

- Poll for New Management Issues
- Discussion of Proper Structure for Program Documents

DISCUSSION

Management Issues –

Possible – tax issue for Users; Users with no US salary with a J1 visa who are in the US over 183 days are subject to withholding tax. How would we withhold if there is no salary?

Program Documents Structure –

AC members would like an example or a template to work from for a first go-round so they know they're on the right track.

It was mentioned that we might be able to see examples from other labs, and requests went out, but nothing has been given.

Another suggestion was to have an outline with definitions attached.

B. Chrisman will meet with B. Grant and others and send out a revised structure document.

CAS Description done – draft will go to the AC.

Interaction between Lab & Site Office –

5/11/11 there will be a retreat with the Lab, FSO and parent organization members.

At the GAO meeting, M. Weis stressed partnership, and does not want the Site Office to review Lab functions. Wants to observe through Lab assessments. Has the cost/risk balance clearly in mind and feels Lab should analyze and examine risks on its own. Wants the Lab to manage in a more free-form environment.

ITEMS FOR FOLLOW-UP

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.